

Exhibit A

[NEW SECTION IN SMC 20.01]

20.01.045 Administrative interpretations.

The directors of the community development and public works departments are responsible for the administration and interpretation of the city's land use, zoning, and development regulations and standards, including this Title 20.

- A. Counter Information. The director or designees respond to inquiries from members of the public regarding the applicability and interpretation of various code provisions before or outside the context of a specific development permit application. Unless an official interpretation is requested in writing, these general counter requests for information are provided as a public convenience only and will not be processed or be subject to appeal.
- B. Formal Interpretation.
 - 1) The community development director is responsible for administering the provisions of SMC Titles 15, 16, 17, 18, the shoreline master program (Title 19), and Title 20.
 - 2) The public works director is responsible for administering the development-related portions of SMC Titles 15, 16, 17, and 18 not otherwise delegated to the community development director, or other development-related permits or approvals that may be included in other titles of this code, including, but not limited to, SMC Titles 8, 10, 12, 13, and 22.
 - 3) Each director is vested with the authority to interpret the meaning of those provisions of the above referenced titles as required to reasonably administer the provisions on a day-to-day basis. In addition, any citizen may request a formal interpretation of these code provisions by submitting a written request and paying the fee to the appropriate Director. The director will interpret the meaning or application of those provisions and issue a written interpretation within 30 calendar days. Formal written requests for code interpretation must concisely identify the issue, applicable code revision(s), and desired interpretation.
- C. The director's decision must be consistent with the spirit and intent of the applicable Titles, including Title 20, and of the city's comprehensive plan. The requirements of this section are the minimum requirements used when interpreting and applying the regulations of this section, unless otherwise stated.
- D. All formal administrative interpretations will be kept and posted on the city's website until be codified through an appropriate code amendment.
- E. At the written request of an applicant or property owner setting forth a valid reason, the director may authorize a variation of up to 10 percent of any numerical standard. The director's

response, including findings for granting the variation, must be in writing and kept on permanent file.

- F. Appeals of an administrative interpretation are handled pursuant to Chapter 20.01 SMC, Administration of Land Use and Zoning Applications and Development Regulations.
- G. The fee for administrative interpretations is as listed in Chapter 3.68 SMC, Rates and Fees.